



**UNIVERSITY CENTRAL LIBRARY**  
**MOHANLAL SUKHADIA UNIVERSITY: UDAIPUR**  
(NAAC ACCREDITED "A" Grade State UNIVERSITY)

No. UCL/ MLSU/Store/LT/2026/265

Dated : 02/02/2026  
03

LIMITED TENDER NOTICE

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Limited tender financial bids are hereby invited in sealed envelope from the reputed & registered firms dealing Binding Work. Limited Tender form can be obtained in person from the University Central Library office.

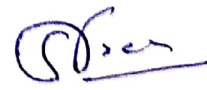
Last date of receiving the financial bids along-with necessary documents in the office of the undersigned by 3:00 PM, 16-02-2026 and will be opened on the same day at 3:30 PM.

S.No	Description	Cost (Rs.)	EMD (Rs.)
1	Binding work of books, Periodical, Theses & Journals of University Central Library and Constituent College Libraries, with binding material etc.	95000/-	3000/-

Details can be downloaded from University website [www.mlsu.ac.in/uclmlsu.org](http://www.mlsu.ac.in/uclmlsu.org) or may be obtained from the officer of undersigned

Enclosed :

- 1) Appendix-1 (Tender Form)
- 2) Appendix-2 (Binding work specification)
- 3) Appendix-3 (Performa for details)

  
Officer in charge  
University Central Library  
OFFICER IN-CHARGE



ph : 0294-2470602

# UNIVERSITY CENTRAL LIBRARY

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03LIMITED TENDER FOR BINDING WORKAPPENDIX-I

1. Name & Address of the Firm :
2. Contact Details (Telephone No./Mobile No. and E-Mail Address) :
3. Details of earnest money deposited (DD to be made in the name of the Deputy Librarian, UCL, MLSU, Udaipur)

DD No. and Date

Name of Bank and Branch :

Amount (in figures) :

Amount (in words) :

Last date of submission of the tender form is 16, February, 2026 \_\_\_\_\_

DD No. .... Date .....

**(1) BINDING OF BOOKS AND PERIODICALS ETC.**

S.No.	Size of the binding material(s)	Specification of binding (rate per volume of binding)				
		Periodicals/ Theses	Books		Text Books and Pamphlets/ Question papers	
					Books	Pamphlets / Qn. Papers
		No. 1	No. 2.1	No.2.2	No. 3.1	No 3.2
1	Upto 14 x 22 Cms.					
2	Above 14 x 22 Cms But upto 18 x 25 Cms					
3.	Above 18 x 25 Cms					

**(2) EMBOSSEING WORK**

Rate of embossing per volume of Journal Title, Volume No., Year, Name of the University etc, with golden letters	Rate of embossing per Book, Title, Author, Library Name etc. with golden letters
Rs.....	Rs.....

**CERTIFICATE**

I/We certify that I/We have read the general and special terms and conditions of the tender and quality requirements of work, enclosed statement of specifications work and we agreed to abide by these.

Place:.....

Signature with the rubber

Dated:.....

stamp of the Tenderer





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APPENDIX-2

SPECIFICATIONS OF BINDING WORK

**No. 1 . BINDING OF PERIODICALS**

1. Each sheet must be stiched
2. Sown with unbleached linen / nylon thread
3. Unbleached linen or strong cloth tapes vary according to size and weight of the volume.
4. Stout self coloured IND- papers with strong cloth joints
5. Cloth and flexible back with bands adds and linings
6. Mill board or grey board of 32 Number, but not straw board.
7. Specified colour (to be said time to time)
8. Regzine must be used of superior quality
9. Morocco leather spine and corners

**No. 2. BINDING OF BOOKS**

**2.1 Specifications: Full cloth binding.**

- A. Serial No. 1 to 7 as the specifications of periodicals (as above).
- B. Cloth spine and corners

**2.2 Specifications: Half Cloth-cum-paper binding**

- A. Serial No. 1 to 5 as the specifications of periodicals (as above)
- B. Specified colour (to be said time to time)
- C. Cloth spine and corner
- D. Smooth and heavy weight decorative paper.
- E. Simple card sheet binding

**No. 3.1 and 3.2 BINDING OF TEXT BOOKS AND PAMPHLETS / QUESTION PAPERS**

- A. Card Sheet of good quality
- B. Atleast 75% stitching of height
- C. Binding cloth/ tape back spine complete

**The following precautions should be strictly followed :**

1. All the books / periodicals are to be carefully collected from the libraries.
2. All the damaged leaves must be carefully mended. Single leaves to be guarded round the section next to them.
3. All the plates to be guarded round the guards should be gown through.
4. Edges of all books should carefully trim in such a way as to leave enough margins of all sides of the pages and not damage is done to the next.
5. Labels etc. to be pasted where supplied.
6. Cutting and finishing should be done nicely.
7. The irregularities should immediately be brought to the notice of the Assistant Librarian/ College Librarian. In case any doubt or confusion a meeting with the Assistant Librarian/ College Librarian will be required personally, and verbal or written instructions are to be followed.

*Officer in-charge*  
Unit : \_\_\_\_\_ Library  
UDAIPUR  
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APPENDIX-3

TERMS AND CONDITIONS OF BINDING WORK

1. The enclosed approved rates are valid up to 28-02-2027
2. All the approved rates are F.O.R. destination.
3. The work of binding will have to done at any campus of the University on within the municipal limits No extra charges for taking the binding work from the campus or returning the same will be paid . Arrangements for transportation will have to be made by the firm(s) concerned at their own cost for both ways.
4. The work of binding will have to be done in all the campuses as per specifications of binding work.
5. (a) The work will have to be completed and delivered within four weeks from the date of placing the work order but the URGENT MARKED work order(s) will have to be completed and delivered immediately within the period as mentioned in the order(s)  
(b) Validity of the work order will be FOUR WEEKS except otherwise mentioned/intimated Validity of the order can also be executed or reduced by the concerning work authority.  
(c) On expiry of the validity of the order, the work authority may make "Risk Work Order" and binding work will be given to another firm(s) as per relevant rules and difference so paid or any pertinent amount will be recovered from the earnest money of the defaulting binder(s) and any other action against the defaulting binder(s) will also be taken by the authority of the University.
6. Deduct the Income Tax at the time of payment according to law in force.
7. The work of binding will have to be completed/accepted strictly according to the enclosed approved rates and specifications of the binding work.
8. Remaining terms and conditions are the same as mentioned in the University prescribed Tender Form.
9. The work authority will take due precautions for safe return of Books, Periodicals, Theses etc. from the binders

**Note :** निविदादाताओं की स्वयं की फर्म हो तथा फर्म स्वयं ही बाइंडिंग का कार्य करती हो, वो ही निविदा भरे अन्यथा निविदा निरस्त कर दी जायेगी।

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